

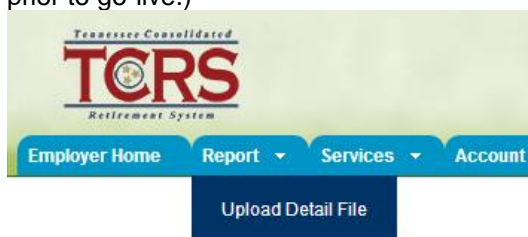
Welcome to the File Validation process for Concord! The goals of File Validation are to:

- Validate that the files upload correctly
- Verify that the files follow business rules and validations correctly
- Confirm that Concord is functioning as designed
- Assist employers in refining their file submission process to prepare for Concord go-live

We will be testing a variety of items during File Validation; therefore, our turnaround time in communicating any warnings or errors may not be immediate. However, we will acknowledge receipt of your file in a timely manner. We greatly appreciate your punctuality and patience during this important process!

Use the following step-by-step instructions to guide you through the File Validation process. You will receive notification from TCRS that File Validation is beginning. The email will contain your TCRS representative's name, the requested report month for the file, and the department code for which the file should be named. We ask that you respond to the email indicating your readiness for file validation.

1. Once you are ready to submit your test file to TCRS, email TCRS.ConcordFiles@tn.gov (example: Manchester City Schools is ready to submit the test file for October's contribution report). Please include your TCRS Representative and Agency Name in the subject line (example: Amanda-Tennessee Board of Regents).
2. Your TCRS representative will set up your Employer Self-Service (ESS) login credentials and generate the monthly template (the monthly template generation is similar to today's turnaround document process; TCRS must generate a template before you can upload a file through ESS).
3. Once the TCRS representative establishes the ESS login credentials for you, you will receive three emails—one containing your username, one containing your temporary password, and one containing your temporary PIN. Please note, the temporary password and the temporary PIN are valid for only 72 hours to initially access ESS. If you do not receive the confirmation emails, or if 72 hours has lapsed before your first login attempt, please email TCRS.ConcordFiles@tn.gov with your information.
4. You will use the credentials contained in the username, password, and PIN emails to log in to ESS. (We recommend copying and pasting the credentials from the emails into the ESS fields.) Upon initial login, you will be prompted to change the password and PIN and to select a security question. Once you have updated your credentials, click OK to be directed to the landing page.
5. From the landing page, select the Report drop down and click on Upload Detail File link. (Please note, you will only be able to upload a file, and no other functionality will be available during File Validation. All other functionality available via ESS will be communicated during Concord training prior to go-live.)



6. You will upload your files by selecting your Report Month from the drop down, clicking the Choose File button, locating and selecting the file from your computer, and clicking the Submit button. (Please note the filename guidelines and file requirements contained in pages 10 and 11 of the file format document at <http://treasury.tn.gov/tcrs/PDFs/TCRSConcordProject-EmployerContributionFileFormat.pdf> when uploading the file.)

Upload Detail File

The Upload Detail File module allows the user to submit their monthly det electronically. Submitted files must end in a .TCRS or .ZIP extension and r history of successfully uploaded files can also be viewed in the My Detail F To upload the monthly report, select the Report Month and file and click Su

Enter file information

Report Month: * 8/1/2013

Detail File: * 8/1/2013 chosen

Supported file types are .zip and .ess
Files are limited to 2 MB
[Click here to download compression tool](#)

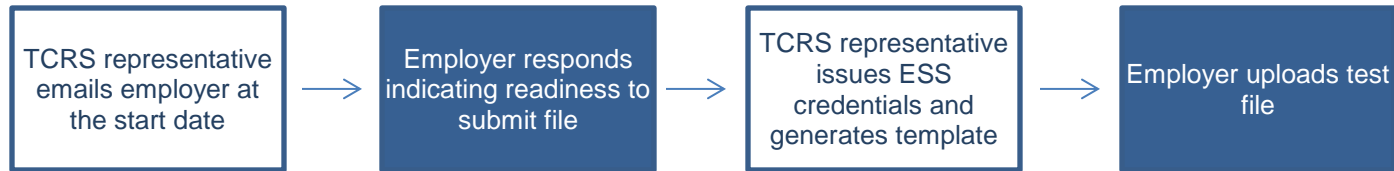
Submit

7. Once you have submitted your file, the Concord system will run the load and edit validations through a batch process. Load validations check the layout of the file; if, for example, a member's SSN within the file contains a letter rather than numbers, that record will contain an error. Edit validations check the business rules within the file; if, for example, a member is reported as making contributions and the employer has passed the non-contributory provision, the record will contain an error.
8. Once the validations run, the files will post to a Concord test database and provide TCRS with reports containing warnings and errors generated from the file.
9. TCRS will review the reports for accuracy. Once verified, you will receive an email message from your TCRS representative containing the warnings and errors that apply to your file.
 - File Validation is intended to be a collaborative process. During review, TCRS will likely reach out to you and other employers to work through any issues or questions.
10. Each employer file will run through two separate batch processes—load and edit. If the file reaches the maximum allowable threshold of errors on load, the file will reject. Likewise, if the file reaches the maximum allowable threshold of errors on edit, the file will reject. Therefore, TCRS may ask you to submit more than one file (during each iteration) throughout the File Validation process if your file rejects during load or edit.

If you have any questions or comments about the procedures, or if you have issues when attempting any of the aforementioned steps, please contact Treasury Concord staff at (615) 532-6111 or TCRS.ConcordFiles@tn.gov.

File Validation Process Flow

Steps 1-6



Steps 7-10

